

INTERVIEWS: DURING & AFTER

Interview Guidelines

- ◆ Be prompt. Arrive 15 minutes early, to give yourself time for the unexpected.
- ◆ Present yourself in a friendly, straightforward, and confident manner. Let the receptionist know who you are and who you have an appointment with.
- ◆ Be friendly, polite and considerate of all office personnel you come in contact with.
- ◆ When introduced to the interviewer(s), shake hands, smile, and introduce yourself. Remain standing until you are asked to sit.
- ◆ Make yourself comfortable and maintain your poise. Be professional. Don't slouch, yawn, or display signs of nervousness.
- ◆ Don't smell of smoke, chew gum, or wear heavy fragrance. If you are invited to smoke, decline the offer.
- ◆ Think before you answer a question, but avoid lengthy pauses. Be truthful and describe your skills.
- ◆ Speak with a feeling of confidence and enthusiasm. Do not bluff or exaggerate. Use good English, speak distinctly, and don't ramble.
- ◆ Be able to give a continuous record of all your jobs, dates of employment, wages received, the exact nature of your work and reasons you left.
- ◆ REACT to the interviewer's questions or comments that require an opinion, comment, or a smile. Interviewers respond to people who are sensitive to their thoughts, words, and gestures.
- ◆ Express willingness and a desire to work hard and show that you like and get along with people.
- ◆ Express your interest in the job at the end of the interview and thank them for the opportunity to talk.

Questions You Can Ask Employer Ask About...

- ◆ The position in relation to other departments
- ◆ The prospects for lateral/upward movement
- ◆ The company's training programs for employees
- ◆ The department's goals for the year
- ◆ A typical workday and the things you would do
- ◆ The duties/skills most important for the job
- ◆ Any major layoffs in the last three years, the length of time and if everyone was rehired
- ◆ The other people you'd be working with and what they do
- ◆ If it would prove to be challenging/stimulating

Don't ask about...

- ◆ Raises, pay, or vacation and holiday time. This can be discussed when you are hired.

After the Interview

- ❑ Send a letter of thanks to the employer and anyone who helped you with the interview.
 - Remind the employer who you are
 - Follow up on any information that was not available during the interview
- ❑ Clear up any confusion
- ❑ Arrange for the next step to occur (2nd interview, etc.)
- ❑ Don't be discouraged if you were nervous or didn't do well. You'll improve with each interview.
- ❑ If a job isn't possible now, take the interviewer's advice regarding future openings for a job down the line.
- ❑ If a job isn't offered, but they want you to come back for another interview – FOLLOW UP!
- ❑ If the employer suggests a lead for a job with another company, follow up immediately.